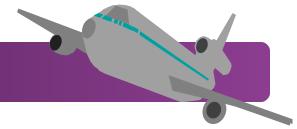




# Defense Travel System



## Transportation & Travel Services

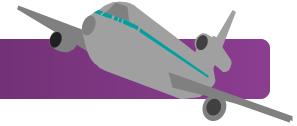


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Project Management Office - Defense Travel System



# **Transportation/Travel Manager Role**



- Focal Point for Transportation Policy**

## **Compliance**

- Advise Commanders and AOs
- Monitor Compliance & Trends Through MIS
- Recommend Process Improvements



- Group Travel**

- Determine Appropriate Routing  
( Commercial/Government)
- CTO Negotiated Arrangements

- Certify Centrally Billed Accounts (CBAs)**

- Establish & Maintain CBAs
- Certify CTO Reconciliation



# **Payment Methods**

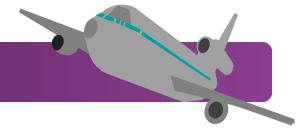


- **IAW USD(C) Policy memos #2 and #14 located at**  
**<http://www.dtic.mil/dodtravel/>**
- **Maximize use of individual Government charge card**
  - **Used to pay all travel costs, including transportation**
- **CBA use by exception**
  - **New recruits, invitational travel, and**





# Arrangements



- **Category B - International Travel**
  - Reservations made by DTR 6 contractors (automated/manual)
- **Lodging - Govt/Commercial**
  - Automated interfaces (Army lodging/joint services lodging)
  - Non-availability documented on trip record
  - Use of commercial discounts, e.g. Army lodging success, Navy elite, Air Force contract quarters

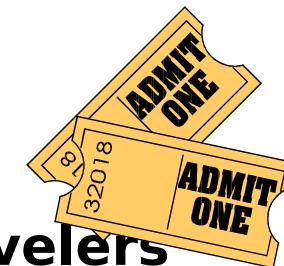




# **CTO Service Methods**



- **Centralized Service**
  - Ensures prompt, efficient, response
  - Minimizes use of govt facilities
  - CTO is always available
- **Toll-Free Assistance**
  - CONUS and OCONUS (24 hours, 7 days a week)
- **Electronic Ticketing (E-Ticket)**
  - Greater than 80% of airlines offer
  - No lost documents
  - CUI tracks usage
  - Preferred distribution method by travelers
  - Policy to be published





# **CTO Service Methods (con't)**



- **Staffed Locations**
  - CTO on-site for ticket distribution
  - Requires pick-up of tickets
  - Use of government space
- **Satellite Ticket Printers (STPs)**
  - Requires government operator
  - Government stores and secures ticket stock
  - Requires pick-up of tickets
- **Pre-paid Ticket Advice (PTA)**
  - Emergency travel within 24 hours
  - Fee for refund
  - Ticket at airline counter



# **Leisure Travel**

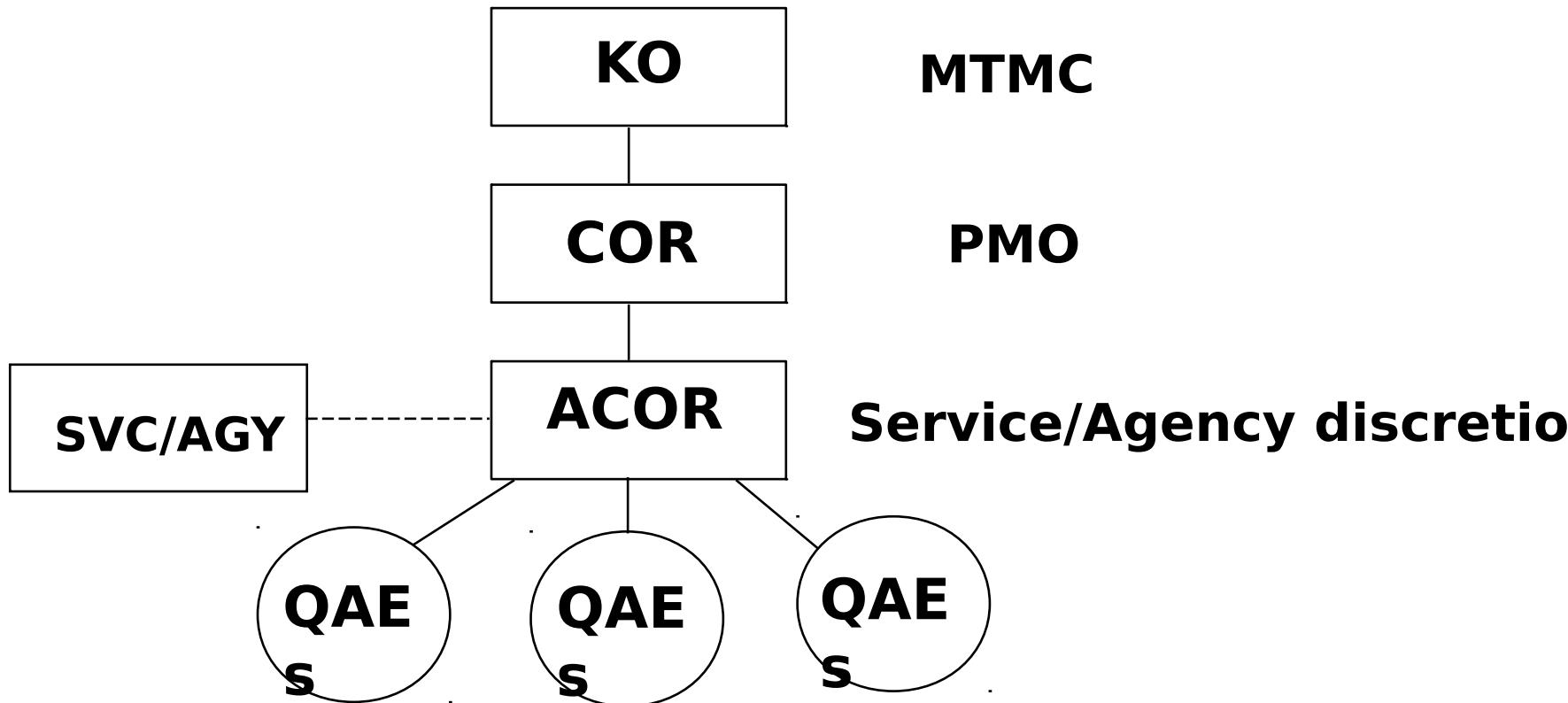
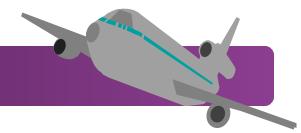


- **DTR 6 Separate leisure only contract**
  - Award pending
- **Leisure in conjunction with official**
  - Official DTR 6 contractor arranges
  - Personal portion paid by traveler outside of





# **Contracting Officer Representative Structure**



\* Selection of ACORs and QAEs at Service /Agency discretion.  
20 Oct 98



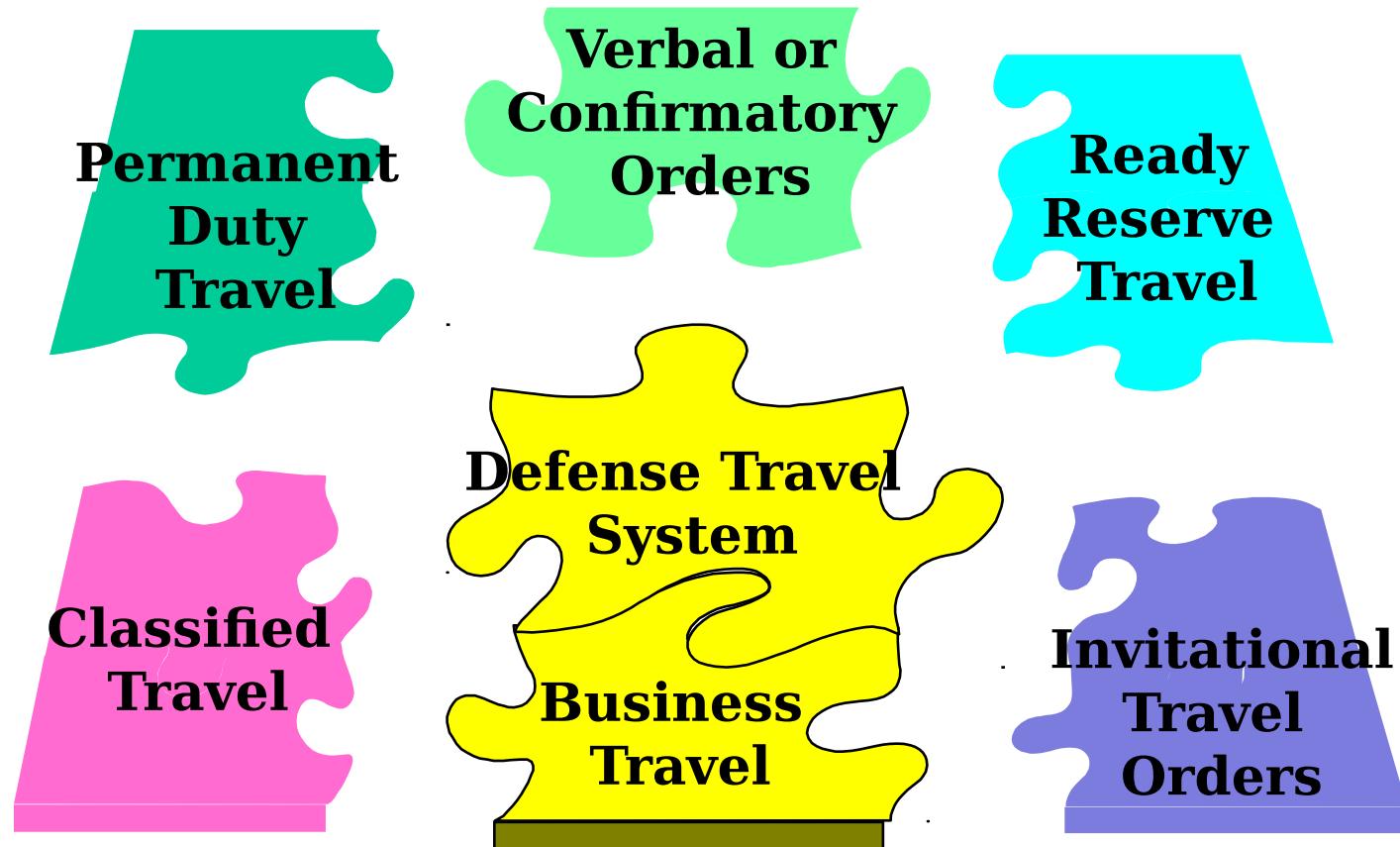
# **Performance Evaluation**



- 1. Users report to single POC for comment/complaint. QAE locations determined by Services/Agencies. Surveillance performed at field locations to directly monitor performance on day-to-day basis. Results forwarded to ACOR/COR.**
  
- 2. PMO-COR provides DoD level functional oversight of Defense Travel System and coordinates with appropriate sources on all matters relating to policy.**  
**Acts as focal point to resolve performance discrepancies. Conducts analyses of requirement compliance and submits recommendations to KO. Coordinates with Services/Agencies and OSD policy sources for any required changes, additions to Defense Travel System. Incorporates lessons learned for contract modifications and subsequent acquisitions.**



# ***Other Than Business (TDY) Travel***



**Not yet part of the puzzle**